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# Personnel Newsletter

## Workforce Transformation

NASA is in the process of a major transformation designed to realign the Agency and implement the Vision for Space Exploration. To achieve the vision, NASA faces many challenges. Among those challenges is re-shaping the NASA workforce to successfully meet changing mission requirements. The Agency must ensure that the required workforce competencies are available for achieving success. NASA will undertake a number of targeted workforce transformation activities during the remainder of the year to strategically reshape its workforce and ensure the relevant competencies are available to accomplish future missions.

This is a time of significant change for NASA. The results of the transformation will enable the Agency to effectively achieve the Vision for Space Exploration. We ask all employees for their cooperation and active participation in the activities as we move forward with our transformation.

Please visit the following Web sites for more information:

Glenn Workforce Transformation Web Site:

<http://www.grc.nasa.gov/WWW/OHR/Transformation/>

NASA Workforce Transformation Web Site:

<http://workforcetransformation.nasa.gov/>

See pages 6 through 8 for Workforce Transformation FAQs.

## NASA Shared Services Center (NSSC)

The NASA Shared Services Center is making progress towards implementation on October 1, 2005, with the announcement on January 7<sup>th</sup> of the three areas in the running as potential site locations for the NSSC. They are: Brook Park, Ohio, Huntsville, Alabama, and NASA's Stennis Space Center, Mississippi.

As noted in previous communication, the NSSC will consolidate a variety of transactional and administrative services being performed at each NASA Center in the functional areas of Financial Management, Human Resources, and Procurement. The vision of the NSSC is to provide unparalleled service, and it is planning and organizing with that aim in mind.

As part of the transition process, the NSSC Agency Team has made visits to most all NASA Centers. During each Center visit, the team conducted focus groups with ultimate future customers of the NSSC. The purpose of the meetings was to briefly provide information about the NSSC and seek feedback as to effective change methodologies and communications at each Center.

Announcement for NSSC Senior Executive Service positions was posted in December 2004. Future NSSC position vacancy announcements for inherently governmental positions will be forthcoming in the very near future. For details of the phased staffing approaches/positions that match the transition of activities for FY05 and beyond, please visit the NSSC Web site at:

<http://nssc.nasa.gov>.

NSSC News updates are also posted regularly. Stayed tuned.

### Authorized Use of Airport Courier Service

#### Do you use the Airport Courier Service?

**If so, you must be traveling  
on Official Business.**

The NASA Glenn Research Center's Airport Courier Service provides transportation to and from Cleveland Hopkins Airport. This service is available for Glenn Civil Servant and Support Service Contractor employees who are traveling on **official business ONLY**. Please be advised that no friend, relative (including spouse and/or children), or other acquaintance, including NASA employees not traveling on official business, is authorized to use this service if accompanying you while you are traveling on official business. You may be held responsible if you authorize the use of the Airport Courier Service for any person accompanying you who is not traveling on official business.

The Airport Courier Service uses motor vehicles that are owned/leased by the NASA Glenn Research Center and operated and maintained with appropriated funds. Civil Servant employees who use this service for anything other than **official business** may be charged with willful misuse of a motor vehicle. As required by 31 USC 1349(b), the minimum statutory penalty for a Government employee who willfully uses a Government owned/leased motor vehicle for anything other than official purposes is a 30-calendar day suspension. Support Service Contractor employees that use this service for anything other than **official business** will be reported to their employer for appropriate action.

The purpose of this notice is to ensure that everyone is aware of the authorized use of the Airport Courier Service and to ensure that the Center employees use it accordingly.



## Electronic Personnel Actions!

As you know, the ePayroll initiative transitioned NASA's payroll service delivery to the Department of Interior (DOI), utilizing the Federal Personnel and Payroll System (FPPS). FPPS is a modern, full featured, totally integrated personnel and payroll system. One of the many major impacts is the online completion of electronic SF-52 (Request for Personnel Action).

Selected individuals (determined by Directors of and Staff Office Chiefs) will be able to complete SF-52's online and electronically route them to the Office of Human Resources and Workforce Planning (OHRWP) for processing. The OHRWP has defined electronic routing paths to create forwarding lists, which are used to send SF-52's to other authorized system users. Many designated users of the system have already been authorized to receive access to FPPS by DOI and received a new ID and password from the OHRWP. Specific user types will include:

- Initiator - initiate/maintain SF-52 transactions (no signature authority). Initiators are normally administrative support personnel, including support service contractors;
- Requester - initiate/maintain SF-52 transactions (requester signature authority). Requesters are normally supervisors and administrative officers;
- Authorizers - initiate/maintain SF-52 transactions (authorizer signature authority). Only supervisors can be authorizers.

There will also be FPPS "hands-on" training (March 2005) in addition to the "screen-shot" training provided earlier. The Organizational Development and Training Office will be contacting designated users during the month of March 2005, with specific dates, times, and locations. The OHRWP is requesting a representative sample of initiators, requestors and authorizers to attend from each directorate/staff office.

Organizations scheduled to begin full roll-out of the new system include:

- D/Engineering & Technical Services Directorate
- G/Office of Chief Counsel
- Q/Safety & Assurance Directorate
- S/Office of Strategic Management

Questions on any of the above-mentioned may be directed to Rick J. Bailer or Nazzetta W. Robinson at extension 3-2481 or 3-3006 respectively.

## The Human Resource Information System (HRIS)

The Human Resource Information System (HRIS) provides all Glenn civil servant employees the capability to view their personnel and training information. Supervisors have the added capability of viewing information related to all employees that are assigned to their organization.

HRIS makes this information available to employees and supervisors by providing easy access to some predefined reports. A simple click of a mouse button puts the relevant information at the finger tips of the employee.

If any personnel information requires updating, you should contact your Servicing Personnel Assistant in the Office of Human Resources and Workforce Planning (OHRWP). If a completed training instance from your training record is missing or needs updating, you should download a Training Record Update form (<http://www.grc.nasa.gov/WWW/ODT/Forms/TrngRcdUpdte.PDF>) from the Organization Development and Training Office Web Site. The form should be returned to ODT at mail stop 15-4 with any supporting documentation that shows you completed the course. A separate form is required for each missing course.

Please note that only training that was supported by NASA can be added to your training record.

Additional information on how to install and how to gain access to the system can be found at: <http://www.grc.nasa.gov/WWW/OHR/hris.htm>.



## Thrift Savings Plan News

### **TSP Open Seasons Eliminated - July 1, 2005**

Public Law 108-469, signed into law December 21, 2004, eliminates TSP open seasons and the restrictions on contribution elections which are tied to open seasons. However, the law does not eliminate the waiting period that FERS employees must serve before they can begin to receive agency contributions. The Federal Retirement Thrift Investment Board will implement this law July 1, 2005. Consequently, beginning July 1, 2005, participants may make TSP contribution elections at any time. There will be one more TSP open season which will begin April 15 and end June 30, 2005. Eligibility to make TSP contribution elections will be subject to the current rules until the close of this final open season. See TSP Bulletin 05-2 for more information.

<http://www.tsp.gov/cgi-bin/byteserver.cgi/bulletins/05-2.pdf>

### **Effective Deferral Limits for 2005 and 2006**

For 2005, the annual limit on elective deferrals will be \$14,000. For 2006, the annual limit will be \$15,000. After 2006, the increase will be indexed to the annual cost-of-living adjustment referred to in the Tax Code. For purposes of the Thrift Savings Plan (TSP), the term “elective deferrals” refers to employee contributions, which are made on a tax-deferred basis. See TSP Bulletin 04-17 for more information.

<http://www.tsp.gov/cgi-bin/byteserver.cgi/bulletins/04-17.pdf>

### **Catch-up Contributions**

On November 27, 2002, the President signed Public Law 107-304, which permits eligible Thrift Savings Plan (TSP) participants who are age 50 or older to make tax-deferred “catch-up” contributions from their basic pay to their TSP accounts. These contributions are a supplement to the participant’s regular employee contributions and do not count against either the statutory contribution percentage limitations (e.g., in 2003, 13 percent for employees covered by the Federal Employees’ Retirement System and 8 percent for employees covered by the Civil Service Retirement System) or the Internal Revenue Code’s elective deferral limit (\$12,000 in 2003). However, the catch-up contributions have their own annual limit (the “annual catch-up limit”) and eligibility criteria. The Board intends to implement the catch-up contributions program in July 2003, which will give eligible participants the opportunity to contribute these additional funds before the end of the year. See TSP Bulletin 03-4 for more information.

<http://www.tsp.gov/cgi-bin/byteserver.cgi/bulletins/03-4.pdf>

## Religious Observances

The Federal Employees Flexible and Compressed Work Schedules Acts of 1978 made it possible for Federal employees to observe the various established religious holy days of their faith; for example, Good Friday, Yom Kippur, etc. Whenever practical, employees who wish to attend or participate in religious observances will be granted, upon request, annual leave, credit hours, leave with out pay if annual leave or credit hours are not available, or compensatory time off. In order to earn compensatory time for religious observances, employees may work compensatory overtime before or after the grant of compensatory time off. Advanced compensatory time off should be repaid by the appropriate amount of compensatory overtime worked within 7 pay periods following the pay period in which it was used. Overtime pay provision do not apply to compensatory work performed for religious observances.

## Executive Coaching

To support NASA's strategic Human Capital Plan, the Agency has partnered with Cambria Consulting firm to offer strategic business coaching for executives, managers, and high-potential leaders (GS-14's and above). The primary goal is to provide effective, individually focused development for NASA's executives, managers, and leaders.

### What is business coaching?

The coaching employed by NASA is most often referred to as "business" or "professional" coaching. Business coaching focuses on aligning individual and organizational goals to improve performance and mission results. An experienced cadre of executive coaches is available under the Cambria contract. In addition, NASA is building business coaching capability in its workforce through the professional development and certification of internal coaches at all the Centers.

### How does this relate to the executive coaching provided by BST as part of the NASA Culture Change initiative?

BST calls their approach "leadership coaching" and works specifically to assess the leader's characteristics and behaviors and their impacts, then works with the leader to develop plans that align their behaviors for maximum positive impact on those they lead, particularly in support of the goals of greater mission safety and performance excellence. The BST engagement is shorter term and is available to senior leaders only. Their work with a NASA leader, however, can help to lay the foundation for further business coaching support through other sources.

### Where Can I Obtain More Information?

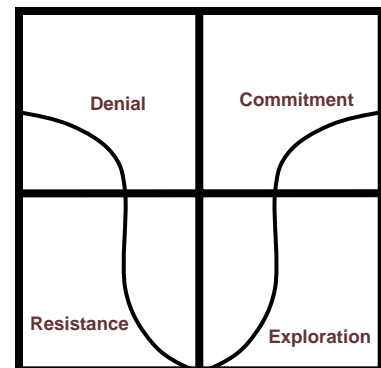
To find out more about the Agency's Strategic Coaching Program or to discuss whether coaching is appropriate for you or someone on your team, please visit the Agency's Coaching and Mentoring Web site at <http://nasapeople.nasa.gov/training/coachmentor/default.com> or contact Glenn's Point of Contact, Kim Mordaunt at 3-8521.

## Helping People Through Change

Do you wonder why people react the way they do to certain changes? Change occurs everywhere – at work, at home, in your personal life. Understanding the theory of "Change Curve" gives you insight of what you or someone else is going through during a period of change. Over *time* a person's *comfort level* fluctuates. The time it takes to overcome each phase is different for everyone and can be helped by knowing what strategy to apply.

There are four predictable phases of change: denial, resistance, exploration, commitment.

As a manager, a co-worker, a friend, you can encourage others to get through a change. It is also helpful to recognize these phases:



<u>Phase</u>	<u>How it affects People</u>	<u>Strategy to Help</u>
<b>Denial</b>	Uninspired and lacks vision	<p><b>Communicate a vision</b> so that others will be inspired. Speak in terms of results and the steps to getting there. Paint the big picture before you hone in on the numerous changes the ideal big picture requires.</p> <p>Be able to inform others and <b>communicate the change</b>. Give relevant information at the right time in order to empower people and help them feel secure. Create newsletters of weekly updates to report progress. In the absence of information, rumors start.</p>
<b>Resistance</b>	Frustration	<p><b>Listen, listen, listen.</b> Listen with your ears, eyes, mind and heart. Understand other people's thoughts, feelings and emotions. Listen to people's concerns without judging or making them wrong.</p> <p><b>Learn to let go.</b> Identify what is in your control to change and know how to let go of things you can not control.</p>
<b>Exploration</b>	Finding new footing	<b>Direct positive energy.</b> Brainstorm what could be possible.
<b>Commitment</b>	Dedicated	<b>Award! Congratulate! Celebrate!</b> You got through the change. You can move on and prepare for the next one.

## Third Quarter External Awards

The following is a list of non-NASA External Award solicitations due April 2005 through June 2005. All nominations must be submitted through the Awards Office and approved by the Center Director prior to being submitted to Headquarters and the Sponsoring Organizations. Please contact the Awards Office at extension 3-2493, for specific information.

External Awards	Category
William A. Jump Memorial Award	1
Nevada Medal	3
Admiral Luis De Florez Award	3
Federal Asian Pacific American Council (FPAC) Outstanding Achievement Award	1
Energy Leadership Awards	3
Laura Taber Barbour Air Safety Awards	3
Heroism Award	3
Hispanic Engineer National Achievement Awards	1
Dr. Nathan Davis Awards	3
Women in Aerospace (WIA) Awards	2
Women of Color Technology Awards	3
Wright Brothers Memorial Trophy	1
Elder Statesman of Aviation Award	1
National Medal of Science	1
American Institute of Aeronautics and Astronautics Awards	3
General Services Administration (GSA) Achievement Award for Real Property Innovation	3
Federal Property Manager of the Year Award	3
Office of Personnel Management (OPM) Director's Pillar Award	3
Aviation Week and Space Technology/Distinguished Service Award	3

## Upcoming Retirement Seminar

The Organization Development and Training Office will offer the following retirement planning seminar in March 2005. The joint session for CSRS and FERS will be held in Building 500 (DEB), Auditorium. The individual sessions will be held in the Administration Building, Auditorium.

**You and Your Federal Retirement** - March 29-31, 2005 (8:30 a.m. - 4 p.m.)

This seminar is targeted for all employees who plan to retire from Federal service. The time to attend this seminar is NOW, regardless of how far away from retirement you are.

March 29<sup>th</sup> - Common CSRS/FERS Issues

March 30<sup>th</sup> - CSRS Pre-Retirement Session

March 31<sup>st</sup> - FERS Pre-Retirement Session

For additional information, contact Nola Bland, Organization Development and Training Office at extension 3-9343.

## Workforce Transformation FAQs

### Buyouts

#### **Why did NASA request buyout authority?**

The Agency is transforming both its organizational structure and its workforce composition, in response to a number of factors. A shift in the future mission focus of the Agency also is having its impact on the composition of the workforce. Some program areas have decreased in emphasis, while others have been added or increased in emphasis to align strategically with major program and mission needs.

NASA performed a comprehensive workforce review that began in early 2003, and continues to evolve today. With the help of NASA's Competency Management System (CMS), managers determine what skills they will need to staff missions and programs, analyze skills inherent in the workforce, and determine where there may be gaps.

This process allows managers to rebalance where needed, and plan for future staffing needs. As a result of these changing emphases and the process of reorganization and skills-gap analysis, NASA has identified numerous excess competency areas, as well as a need to acquire different skills in a number of areas. The effort to rebalance these skills will take a number of forms, including natural attrition, retraining, realigning or redistributing work, and reassignments both within and across organizations. Buyouts are needed to help the Agency to staff its workforce with individuals with competencies aligned to its mission needs.

#### **What Centers have buyout authority?**

NASA requested buyout authority Agencywide for two categories of buyouts. Category 1 buyouts may be offered to employees in positions whose competency has been identified as surplus. This category allows managers to rebalance their skills by creating hiring opportunities or to address a reduced need for certain competencies. Jobs vacated by employees taking category 1 buyouts will be not be refilled in the same competency area. Ames, Dryden, Langley, Glenn, and Marshall offered this type of buyout late in 2004.

Category 2 buyouts may be offered to employees who volunteer to take a buyout to create a placement for an employee occupying a position whose competency has been identified as surplus. The buyout is contingent on the placement of the employee in the surplus competency. For example, a Goddard employee takes a buyout, and her job is filled by an employee from Marshall whose competency area has been identified as excess.

The first round of buyouts at the five Centers mentioned above did not yield sufficient separations to address the skills imbalances. Therefore, an expanded buyout program will occur in 2005 that will involve all Centers and Headquarters.

#### **If NASA is serious about getting employees to take buyouts, why don't we just open it up to everyone who is willing to leave?**

On the surface that sounds like a good idea, and certainly would be the simplest method. However, there are several reasons why NASA cannot take that approach. First of all, the current law, which specifies that buyouts are intended for reshaping (not downsizing) an agency's workforce, requires buyouts to be targeted to positions being eliminated or reduced, as identified by organizational unit, geographic location, occupational series, grade level, and other objective factors. Opening the incentive to all interested employees would not meet the legal requirement. Secondly, we need to be careful about inadvertently creating further skills imbalances. For example, a Center may lose a number of key engineers through a non-restricted buyout offer, forcing managers to seek replacements. That is why managers are asked to specify a limit to the number of buyouts that may occur within each competency group, and to consider carefully whether they can afford to operate without those positions.

#### **Do I have to be retirement eligible to receive a buyout?**

The law does not require that you retire to receive a buyout. However, a Center has the discretion to limit the buyout opportunity to retirement eligibles, and if it does so, will announce that information to its workforce.

#### **How much will I receive if I take the buyout?**

The buyout calculation is based on the formula to compute severance pay. Essentially, it is a combination of years of service, age, and salary. The maximum one can receive is \$25,000 or the severance pay amount, whichever is less.

The amount of severance pay would be 1 week's basic pay for each of the first 10 years of your civilian service, plus 2 weeks' basic pay for each year over 10 years. An age adjustment allowance of 10% is added for each year you are over 40. (No credit is given for military service unless the service interrupted otherwise creditable civilian service and the employee returned to civilian service through the exercise of a legal restoration right.) Your human resources office can help you calculate the amount.

*(Continued on page 7)*



**I have heard rumors that the maximum buyout amount might be increased. Is this true?**

NASA has no authority to offer more than \$25,000, nor do we expect to have such authority in the foreseeable future.

**If I leave with an incentive payment, can I take a job in another Federal agency or with a contractor?**

If you have retired or resigned with an incentive payment, you must repay the entire amount of the incentive if you take a job *for* pay with the Federal Government within 5 years of your separation date. This repayment requirement covers any kind of employment (for example, permanent, temporary, expert, consultant, re-employed annuitant) as well as personal services contracts. In rare and extraordinary circumstances, waivers may be permitted by the Office of Personnel Management for Federal employment, but not for contractor employment. Refer to 5 USC Section 3524. Questions pertaining to employment with a contractor should be referred to GRC's Office of the Chief Counsel.

**If I don't take a buyout now, will I have another opportunity?**

Decisions on future buyout opportunities will depend on an analysis of the success of the current buyout program and any additional need to rebalance or reduce competencies. There is no guarantee that the same competencies would be identified if additional buyouts are offered, or that the same Centers would offer the incentive.

**If GRC doesn't get enough people to sign up for the buyouts, what happens then?**

There will be another workforce assessment to determine what additional steps are called for to rebalance the Agency workforce.

**I would like to take the buyout, but I don't want to leave until summer. Can I sign up now and leave later, and still receive a buyout?**

GRC will establish the required separation window. Employees do not have the option to set a later date to separate with a buyout. "Category 1" buyouts after April 3 will be rare and based on critical program needs, due to the cost implications of paying buyouts later in the fiscal year. Although the buyout deadline is April 3 for Category 1 buyouts, employees may be eligible for early out during the remainder of the fiscal year.

## **Hiring Restrictions**

**The Agency issued a policy regarding hiring restrictions on January 13, 2005. How does this policy affect filling positions using a permanent appointment?**

Only a current permanent NASA employee may be selected for a permanent position at GSFC, JSC, KSC, SSC, and HQ. At ARC, DFRC, GRC, LaRC, and MSFC, only permanent employees from that Center may be selected to fill a permanent position at that center. Any exception to these guidelines must be submitted in accordance with the procedures for submitting requests for exceptions.

**May Centers convert employees from the Cooperative Education Program (COOP) (or other Student Career Employment Program positions), Federal Career Intern Program (FCIP), or Presidential Management Fellows Program (PMF), to permanent positions?**

No. Centers may not convert these employees to permanent positions unless an approved exception is granted. .

**May Centers continue to hire under the COOP, FCIP, and PMF programs?**

Only with an approved exception to hire under these programs. GRC has this approval to continue to hire.

**Does the new policy impact internal career promotions or accretions?**

No, these hiring restrictions do not impact career promotions or accretions.

**Can Centers continue to hire temporary or term employees? Can they extend current temporary or term employees or convert them to new temporary or term appointments?**

Centers can make new temporary or term appointments, extend existing temporary or term appointments, or convert such employees to new term or temporary appointments as long as the not-to-exceed date is no later than August 6, 2006. If the proposed

(Continued from page 7)

appointment has a NTE date later than August 6, 2006, an approved exception is required. There is one general exception to these guidelines: A permanent employee from ARC, DFRC, GRC, LaRC, or MSFC may be converted to a term or temporary position at GSFC, JSC, KSC, SSC, and HQ without regard to the NTE date.

**If an employee from ARC, DFRC, GRC, LaRC, or MSFC is referred for a vacancy at GSFC, JSC, KSC, SSC, and HQ, must the manager give priority consideration to the employee and select that employee?**

Priority consideration does not require the manager to select only employees from ARC, DFRC, GRC, LaRC, or MSFC in filling vacancies. However, if an employee from one of those Centers applies for a position and is referred on the selection list as well qualified, that employee should be provided careful and full consideration. Managers are strongly encouraged to make every reasonable effort to select well qualified employees from the Centers facing uncovered capacity challenges.

### **Miscellaneous**

**If the Agency is serious about reducing the number of FTEs, why are we only considering reassignments to other NASA centers? If our human resource specialists can establish a means for me to transfer to a non-NASA agency that can make use of my skills, I would gladly leave. In fact, if I can be transferred to an agency that I would like to work for, I would even take a reduction in pay so that I may continue to serve our nation in a different capacity.**

NASA cannot control the hiring practices of other agencies, so although our HR Specialists can suggest other local Federal agencies to apply to, it is not possible for them to establish a means for a transfer. Ultimately, employees must take responsibility for searching for potential opportunities and applying for vacant positions for which they qualify. In case you aren't already familiar with it, OPM's USAJOBS Web site is a great resource for searching for available positions throughout the Federal Government; that Web site can be found at: <http://www.usajobs.opm.gov/>

One of the features of this site is that you may establish profiles (e.g., by location, job type, agency, etc.) so that the system will send an electronic notification when a job that meets your requirements is posted.

**I've heard some talk about directed reassignments. When are they used? Would someone be able to displace another person at their Center? If so, under what criteria (e.g. tenure, grade, ratings)? What happens if an employee declines a directed reassignment?**

A reassignment is the change of an employee from one position to another, for which he or she qualifies, without promotion or change to lower grade. An agency may reassign an employee to any vacant position for which the employee is qualified. A directed reassignment is a reassignment directed by management, normally used when other placement options are not available or when the employee's skills or expertise is needed in a specific job. A directed reassignment can be made either within or outside the local commuting area. An employee who does not accept a directed reassignment may retire (if eligible), resign, or be separated under adverse action procedures. Reassignments are not subject to reduction in force procedures as long as employees are not involuntarily reduced in grade or the reassignment does not displace another employee. There is no requirement in OPM's regulations that directed reassignments must be made on the basis of the four reduction in force retention factors (i.e., tenure, veterans' preference, length of service, and performance ratings). Currently, GRC does not intend to consider retention standing in carrying out reassignments.

**Are "rolling furloughs" being considered for GRC?**

While this is an available management option, rolling furloughs are not currently being considered for GRC civil servants.

**Does the NASA Flexibility Act permit the use of larger buy-out incentives and will such incentives be used to address our Glenn workforce imbalance?**

The NASA Flexibility Act of 2004 does not cover the use of buyout incentives. NASA has no authority to offer more than a \$25,000 voluntary separation incentive (buyout), nor do we expect to have such authority in the foreseeable future.



## THINK SAFETY

24/7

### GRC EMERGENCY CONTACT PHONE NUMBERS

DIAL

911

From a **GRC Telephone**, for life threatening emergencies.

An emergency is defined as a condition in which irreversible harm or death can result if immediate care is not obtained.

DIAL


(216) 433-8888

From a **CELL Phone** for life threatening emergencies:

Chest Pain, Shortness of Breath, Asthma Attack, Allergic Reaction, Shock, etc.



### AUTOMATIC EXTERNAL DEFIBRILLATOR LOCATIONS

<b>Building 3</b>	Outside of Auditorium	<b>Building 86</b>	1 <sup>st</sup> floor, Center Stairs, Fire Extinguisher Box
<b>Building 5</b>	2 <sup>nd</sup> Floor, Center Stairs, Fire Extinguisher Box	<b>Building 86</b>	3 <sup>rd</sup> floor, Center Stairs, Fire Extinguisher Box
<b>Building 6</b>	Room 105	<b>Building 110</b>	Room 317B (near front desk)
<b>Building 8</b>	Front Lobby	<b>Building 341 (Fitness Center)</b>	Front Desk Cabinet
<b>Building 11</b>	Outside Room 203 Top of Stairs	<b>Building 500</b>	Auditorium Lobby
<b>Building 14</b>	Room 146	<b>Building 500</b>	Between Rooms 2113 & 2115
<b>Building 15</b>	Cafeteria, near tray return area	<b>PLUMBROOK</b>	
<b>Building 15</b>	Medical Services, Lobby	<b>B Control</b>	
<b>Building 15</b>	Medical Services, Room 96	<b>1441 SPF</b>	
<b>Building 21</b>	Across from Rooms 3 & 5	<b>7233</b>	
<b>Building 54</b>	Outside Room 200	<b>TRAILER #5</b>	
<b>Building 60</b>	Front hallway	<b>TRAILER #6</b>	
<b>Building 77</b>	Room 143	<b>7141</b>	

### CONTACT INFORMATION

Manny Dominguez	216-433-6735	To learn of GRC AED Program and how an AED can be purchased for your work area
Jeannette Owens	216-433-2990	To register for CPR/AED classes
Patty Oleksiak	216-433-5841	To schedule an AED training session at staff meetings